



CITY CLERK

Job Code: 2001

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o021

NATURE OF WORK

This is supervisory and specialized clerical work of more than average difficulty in the Office of the City Clerk. The City Clerk is responsible for all the activities of the City Clerk's Office and is sworn as the City Clerk. Emphasis is on planning and directing of the work of the Office including the production and safekeeping of all records pertaining thereto. The incumbent also oversees in general and special elections, prepares the annual budget and other related functions.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans the work involved in producing and maintaining official City documents and records
- Attests by signing all legal papers such as: agreements, leases, ordinances, and resolutions; records them in various permanent files; furnishes certified copies as needed; and takes responsible charge of the department.
- Conducts or supervises research projects to provide information of past City actions
- Reviews the department's needs for equipment to increase efficiency and effectiveness and prepares the annual budget request for the department
- Recommends changes in procedures and/or work flow to improve efficiency
- Assists and/or counsels clerical employees in situations requiring problem solving or completion of assignments
- Attends all City Commission meetings; assists during the meeting, if needed, with procedural matters, motions, and vote tabulations
- Prepares for general and special elections
- Keeps records and lists of all City Boards and Commissions
- Proofreads transcriptions of excerpts and/or minutes of Commission Meetings; pre-edits Action Summary Report prior to submission of the report to the City Manager
- Initiates or supervises the initiation of purchase orders for other than routine materials
- Responds to or prepares responses to public inquiries of a routine nature
- Reviews departmental goals and submits recommendations for their attainment or modification for consideration and approval of implementation
- Administers oaths as required by law or ordinance
- Prepares newspaper notices to fulfill legal obligations
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the principles and practices of office management
- Extensive knowledge of State, City, and County election laws, procedures and other pertinent laws
- Thorough knowledge of the City Code
- Thorough knowledge of municipal government operations, particularly as they relate to Mayor / Commission / Manager / City Clerk activities
- Thorough knowledge of the principles and procedures used in budget preparation, justification, monitoring and reporting
- Knowledge of public relations principles and techniques
- Ability to exercise good judgment in making decisions in conformance with laws, ordinances, regulations, and policies

- Ability to plan and direct the work of assigned employees
- Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale
- Ability to train employees and subordinates in the area of assignment
- Ability to communicate, both verbally and in writing, using excellent English
- Ability to establish and maintain effective working relationships with City officials, department heads, other employees, professional groups, and the general public
- Ability to evaluate administrative operations to determine if departmental goals and objectives have been met
- Ability to refer any inquiries to other appropriate sources when information may not be obtainable from City records

MINIMUM REQUIREMENTS

- Bachelor of Science degree in Business Administration, or equivalent
- Extensive responsible secretarial experience at administrative level
- Experience may substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General direction and review of work by the City Commission
- Employee in this classification works with considerable independent judgment and minimal supervision

SUPERVISION EXERCISED

- Directs and is responsible for the work of subordinate clerical staff.
- The incumbent has supervisory authority over the entire office staff